



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Director (1 Full Time)
Department: Health
Reports To: Executive Director

To lead a team of health professionals and staff in developing and maintaining a comprehensive health program for Membertou. The Health Director will report to the Executive Director of the Membertou Band, and if requested, will communicate with the Band Council.

Responsibilities:

- Produce reports and administer Membertou policies and health care programs;
- To ensure overall direction of the Band's health programs and ensure its services are consistent with the Community Health Plan;
- Prepare proposals and negotiate for additional funding for the community, based on priorities;
- Collaborate with agencies such as Tajikamik, the Union of Nova Scotia Mi'kmaq and the Membertou Inter-Agency Committee, and other departments of Membertou;
- Conduct and chair Job Occupational Health & Safety Committee (JOHS) and Staff meetings;
- Decides on basic staffing needs, advertises and hires in consultation with supervisory staff and Human Resources;
- Controls funds and accounting by attending budget meetings and working with the Chief Financial Officer;
- Provides guidance and advice to all health staff including our Nova Scotia Health Authority (NSHA) staff, the Child and Youth Mental Health Clinician, Adult Mental Health Clinician and Dietician who are located in the Health Centre;
- Adhere to all policies and procedures related to patient safety, staff safety and risk management.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System and Accreditation Canada Standard as it relates to job related duties and/or department;
- Other department related duties as requested by Executive Director.

Education, Experience and Personal Attributes:

- A degree in Health Management or related health profession or RN Bachelor's degree, or related field with equivalent combination of education, experience and training.
- Related professional license and registration with good standing in a provincially regulated college (if applicable)
- Certified First Nation Health Manager (or willingness to obtain)
- Minimum of five (5) years' experience in the provision of healthcare management.
- Master's degree in a health field is an asset.
- Experience in health management, including budgeting, program management, operational oversight and strategic planning.
- Experience developing and overseeing related contracts, agreements and risk management and contingency planning for service delivery.
- Experience in the use of digital and online platforms.eg. EMR
- Knowledge and experience of First Nations political, governance, and community structures
- Knowledge of funding sources available to First Nations Health Centres
- Strong interpersonal skills (assertive, confident, respectful) and the ability to work effectively with a wide range of individuals in organizations and community.
- Experienced and Strong leadership, management and problem-solving skills.
- Strong communication, conflict resolution and crisis management skills.
- Excellent written and verbal communication skills; including the ability to effectively communicate complex or difficult information and draft a variety of written healthcare reports.

- Strong Scheduling/time management skills-, short- and long-range planning skills.
- Ability to speak and translate Mi'kmaq, considered an asset.
- Criminal Records Check; Vulnerable Sector.

For the complete job description of the responsibilities, knowledge, skills and personal attributes, please contact anyone at Human Resources located at the Band Office. This can be faxed, emailed, or can be picked up.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

*Membertou Human Resources Department
Attention: **Priya Shyla**
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5*

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, May 9th, 2025 at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.